

CONFIDENTIAL

22 June 1964

MEMORANDUM FOR : Deputy Director for Support
THROUGH : Director of Training
SUBJECT : Reorientation in Supervisory
Responsibilities

1. After consulting representatives of the DDP (Mr. [redacted] the DDI (Messrs. Paul Borel, [redacted] [redacted], and the DDS&T (Mr. [redacted]), I have prepared the attached programs and schedules for the Reorientation in Supervisory Responsibilities. These suggested programs vary somewhat from one Directorate to another.

2. The consultants named above had each attended at least one of the presentations of this program to the DDS supervisors, and all were enthusiastic about having supervisors of their Directorates attend a similar program. They plan to talk personally with the DDS Office Heads listed to speak and to suggest to them aspects of supervision which they believe will be of particular value to their Directorates. In general, though, they liked the presentations to the DDS and want the talks to remain basically the same.

3. There was unanimous agreement that the programs should be limited to a half day. As to timing, I have listed the dates proposed by the representatives of the three Directorates on the attachments; these dates were set to meet the convenience of the Deputy Directors or for other reasons given.

4. There is no panel discussion listed on the DDP and DDS&T programs. Those consulted in these two Directorates think it preferable that written questions from the audience be

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NEXT REVIEW DATE: ED 11/11/88 REVIEWER: org TYPED OC. o
REF NO. FGS 5 ORG COMP 11 ORG CLASS S
REF CLASS C INTY CC AUTH: HR 70-9

SUBJECT: Reorientation in Supervisory Responsibilities

given to Mr. Kirkpatrick, who may or may not, as he sees fit, answer them during the final segment of the program.

5. Questioned as to whether you would wish to take part in any of these programs, I expressed the opinion that you might be open to an invitation from any of the other Deputy Directors to participate. Mr. [] hoped you would repeat the talk you gave DDS supervisors, or a similar one, for DDS&T supervisors. Those I consulted in the DDI hoped you would at least sit as a member of the panel. (I have included your name on the proposed programs.)

6. In each of the Directorates, the determination of who should attend is already under way. We expect that five more presentations will suffice: two each for the DDI and the DDP, one for the DDS&T.

7. Planning will continue, but no concrete steps will be taken until I am informed of approval for the programs and schedules.

8. Comments on the 9 June program have been received from the Offices of Communications, Logistics, and Training. When all are in I will report the results to you.



Attachments:

1. Program for the DDP
2. Program for the DDI
3. Program for the DDS&T

REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDP Supervisors

Tentative Program	0900-0920	Director of Central Intelligence (introduced by Mr. Helms)
	0920-0950	Deputy Director for Plans (Supervision in the DDP)
	0950-1025	Director of Personnel (personnel problems and supervisors' responsibilities)
	1025-1045	Break
	¹¹¹⁰ 1045- 1105	Director of Security (security responsibilities of DDP supervisors)
	¹¹¹⁰ 1105 -1140	Chief, Medical Staff (health responsibilities of supervisors)
	1140-1240	Executive Director-Comptroller (questions, additional remarks)
Tentative Dates	21 and 28 July	

REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDI Supervisors

Tentative Program	0900-0920	Director of Central Intelligence (introduced by Mr. Cline)
	0920-1000	Deputy Director for Intelligence (supervision in the DDI)
	1000-1030	Director of Personnel (personnel problems and supervisors' responsibilities)
	1030-1050	Break
	1050-1130	Chief, Medical Staff (health responsibilities of supervisors)
	1130-1230	Panel Discussion: Mr. Kirkpatrick, Chairman Mr. Cline Colonel White Mr. Echols Dr. Tietjen Mr. Borel
Tentative Dates	13 and 20 August (Mr. Cline will be away from Headquarters until about 15 July.)	

REORIENTATION IN SUPERVISORY RESPONSIBILITIES
for DDS&T Supervisors

Tentative Program	0900-0920	Director of Central Intelligence (introduced by Dr. Wheelon)
	0920-0950	Deputy Director for Science and Tech- nology (aims of the meeting; philosophy of managing S&T personnel; problems)
	0950-1015	Director of Personnel (personnel problems and supervisors' responsibilities)
	1015-1035	Break
	¹¹⁰⁰ 1035-1050	Director of Security (security responsibilities of DDS&T supervisors)
	¹¹⁰⁰⁻¹¹²⁰ 1050-1120	Chief, Medical Staff (health responsibilities of supervisors)
	1120-1150	Deputy Director for Support (management of personnel)
	¹¹³⁰ 1150-1230	Executive Director-Comptroller (questions, additional remarks)

Tentative
Dates

September
Early autumn. The delay is suggested by Mr.
for the following reasons: The DDS&T will bring into the
Agency during the summer considerable numbers of new
people who will need this program; DDS&T personnel
are involved in a great deal of travel and many have al-
ready made firm commitments to attend conferences,
etc.

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

REORIENTATION IN SUPERVISORY RESPONSIBILITIES

FROM:

832 Broyhill

EXTENSION

3056

NO.

DATE

22 June 1964

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Training

23 June 64

WB

2. Deputy Director for Support

25 June 64

RW

3.

DTR

24 June 64

WB

4.

DDTR

24 June 64

RW

5.

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15.

O/DCI, 35-50 persons have already heard one or the other of the DDS presentations or will attend those of DDI, DDP or DDS+II.

Noted Noon Meeting 25 June 64

OK to proceed with planning. Col White would probably respond as you have indicated in paragraph 5, but I think he feels it would not be entirely appropriate for him to play a major role. I would like to suggest that his participation be dropped from your preliminary draft schedule having that to be filed in later if the other interested departments choose to pursue it. RW